

REPORTS INVENTORY	CONTROL NO. DDS/OL/PD - 13
--------------------------	--------------------------------------

PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) <p style="text-align: center;">Report of Significant Accomplishments</p>	2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
---	--

3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL	<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	<input checked="" type="checkbox"/> ADMIN. GENERAL <input checked="" type="checkbox"/> OTHER (specify) Management
--------------------	---	--	--

4. NO. OF COPIES PREPARED 4	5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual	6. DISTRIBUTION (No. of components not number of copies) 2 - C/PS/OL 1 - OL/PD 1 - C/PD
---------------------------------------	--	---

7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING	9. DIRECTIVE AUTHORITY REQUIRING REPORT
	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Chrono D/L Memo dated 19 July 1967

10. PREPARING COMPONENT (include lowest level contributing information to report) Office of Chief, Procurement Division	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None
---	--

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-13.4	8.86		5		44.30		1		44.30
GS-16.5	14.46		1		14.46				14.46
GS- 8.4	4.74		1		4.74				4.74

B. COSTS OF COMPUTER PRODUCED REPORTS									

TOTAL COSTS PER YEAR	\$ 63.50
-----------------------------	-----------------

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required by higher authority

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) Reduced in Aug 1970 from a semi-annual to an annual report	ESTIMATED SAVINGS MAN-HOURS DOLLARS 7 STAT \$63.50
---	---

16. DATE OF INVENTORY 9-21-70	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130161-5
---	--